



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	LIBRARY SERVICE SPECIALIST
3	Posting Number	PN# 103236
4	Department	Library Department
5	Division	Administration*
6	Section	Marketing and Development*
7	Reporting Location	500 McKinney*
8	Workdays & Hours	Rotating Schedule*
		*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
Under the direction of the Youth Services Coordinator, oversees the Early Literacy Initiatives which includes scheduling, working with the program facilitators as well as branch library staff, publicizing the programs and providing training for the program facilitators. Participates in outreach services to the community. Plans and makes presentations in English and in Spanish to parents of babies and toddlers. Assists with additional Youth Services initiatives such as the Summer Reading Program, El Día de los Niños and National Children’s Book Week. Performs other task essential to the achievement of efficient library operations. Requires some evening and weekend shift (Saturday and Sunday) work.

WORKING CONDITIONS
Position requires stooping, bending and lifting library materials up to 20 pounds; pushing loaded book trucks up to 100 pounds. Must be able to move freely throughout the unit to file/retrieve library materials. Must be able to use a computer to access/input information. Must be able to communicate effectively orally and in writing.

MINIMUM EDUCATIONAL REQUIREMENTS
Bachelor’s degree in Library Science or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS
None

MINIMUM LICENSE REQUIREMENTS
None

PREFERENCES
Experience in working with early literacy initiatives. Good organizational, interpersonal and communication skills as well as the ability and desire to make presentations to large groups at city and state conferences. Must love working with babies and toddlers and in assisting parents with tools necessary to help their children learn. Ability to read, write and speak in English and Spanish a necessity. Customer/Public service experience strongly preferred. Current computer skills including Microsoft Windows (Word, Excel, Access) strongly preferred. Bilingual (Spanish, Chinese, Vietnamese) a plus.

SELECTION/SKILLS TESTS REQUIRED
None

SAFETY IMPACT POSITION ☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 13
\$824 - \$1105 Biweekly \$21,424 - \$28,730 Annually

OPENING DATE March 2, 2005

CLOSING DATE March 15, 2005

APPLICATION PROCEDURES
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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